

SAP Ariba

PROCUREMENT SERVICES DIVISION



Procurement – USER Training

P2P Core

Create a Contract
Compliance/Terms
Document
(Commodity Level
Contract)

The purpose of this job aid is to show how to create a Contract Compliance, or Contract Terms Document for a Commodity Level contract. If you have not yet reviewed the training titled “Create a Contract Workspace” please do so. Creation of a Contract Workspace takes place prior to creating the Contract Compliance/Terms Document.

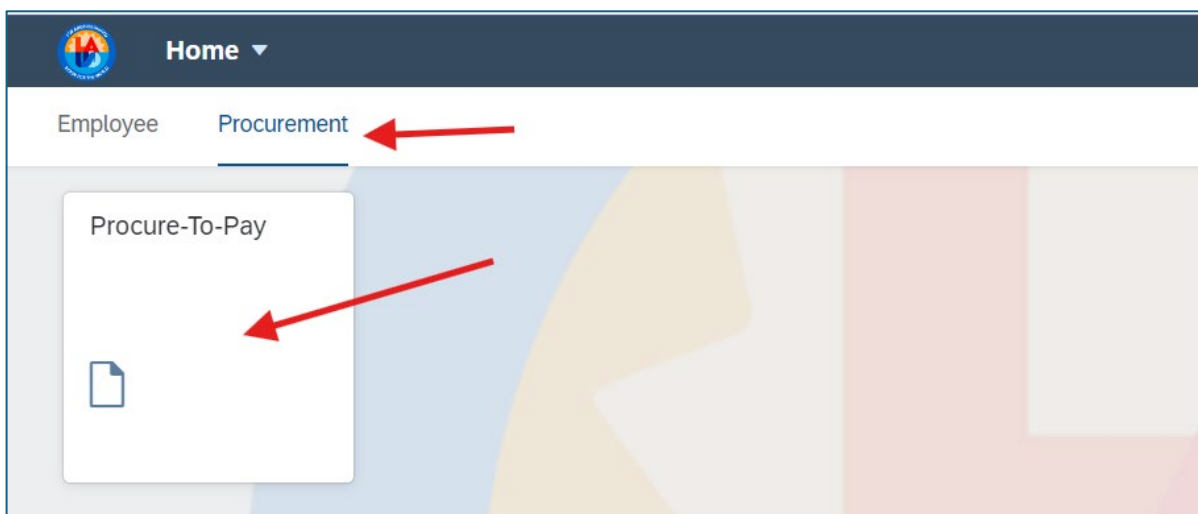
1

To access Ariba P2P Core, log in to your ESS (<https://ess.lausd.net/>) using your Single Sign On (SSO).



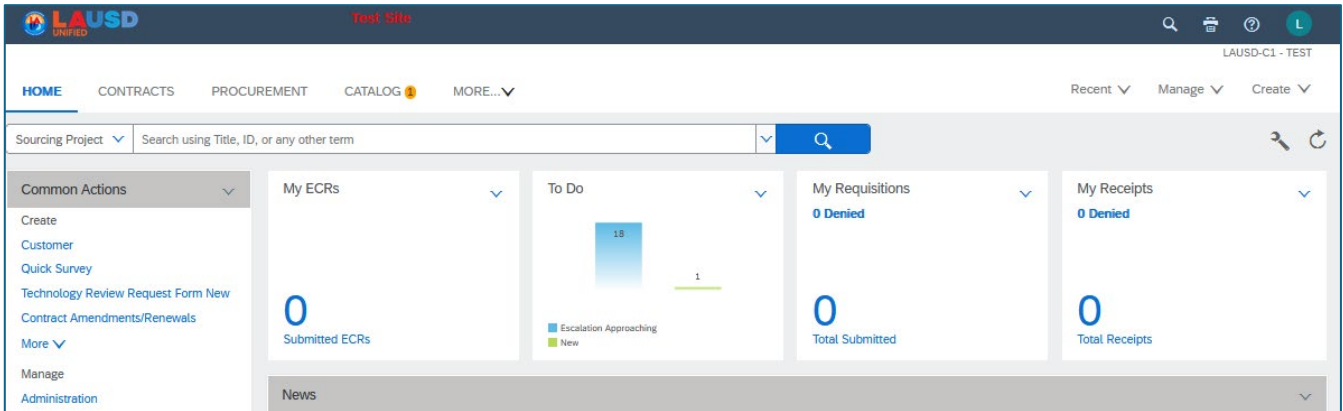
2

Click on the “**Procure-To-Pay**” tile under the Procurement Tab.



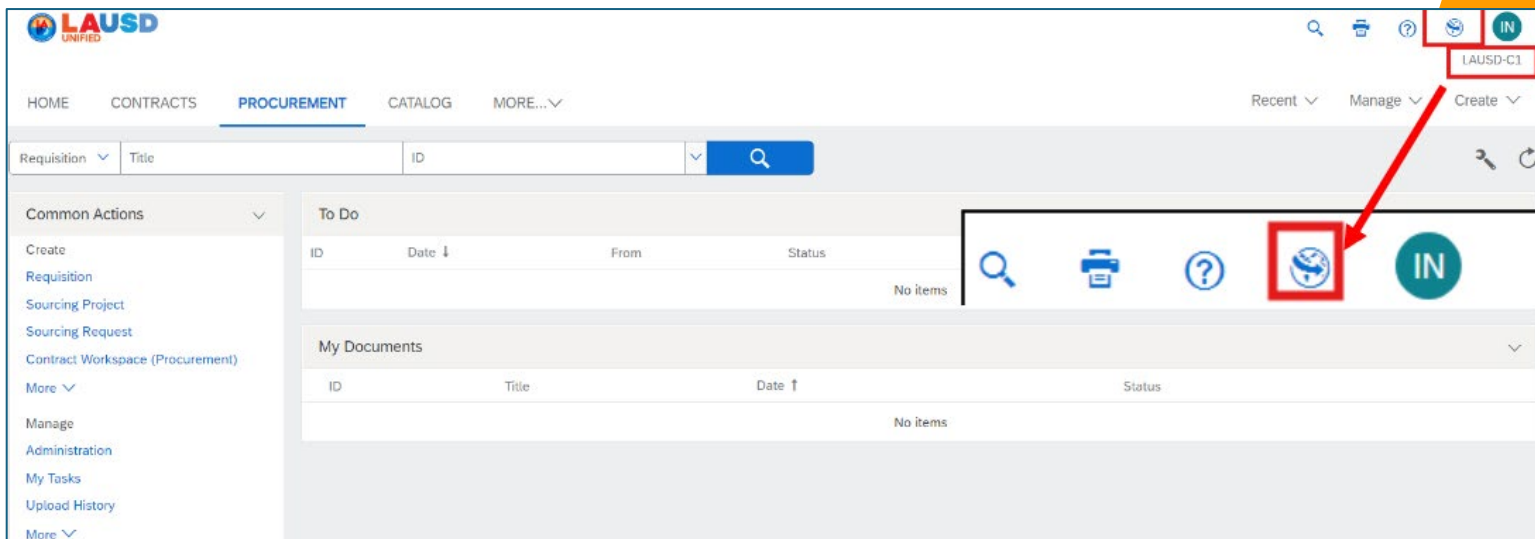
3

You will be directed to the P2P Core home page.

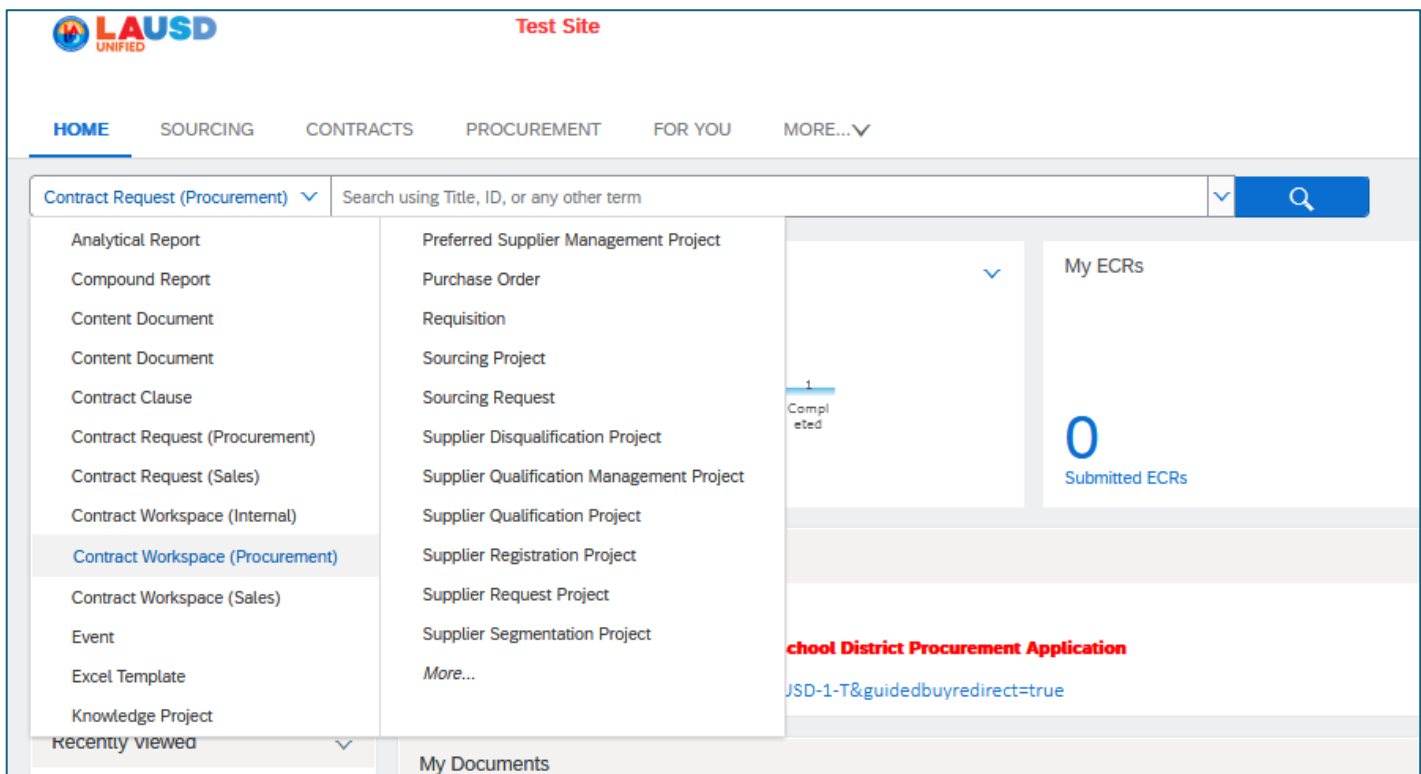


4

Ensure that you are in the **Parent Realm**. To change this, click on the globe icon.

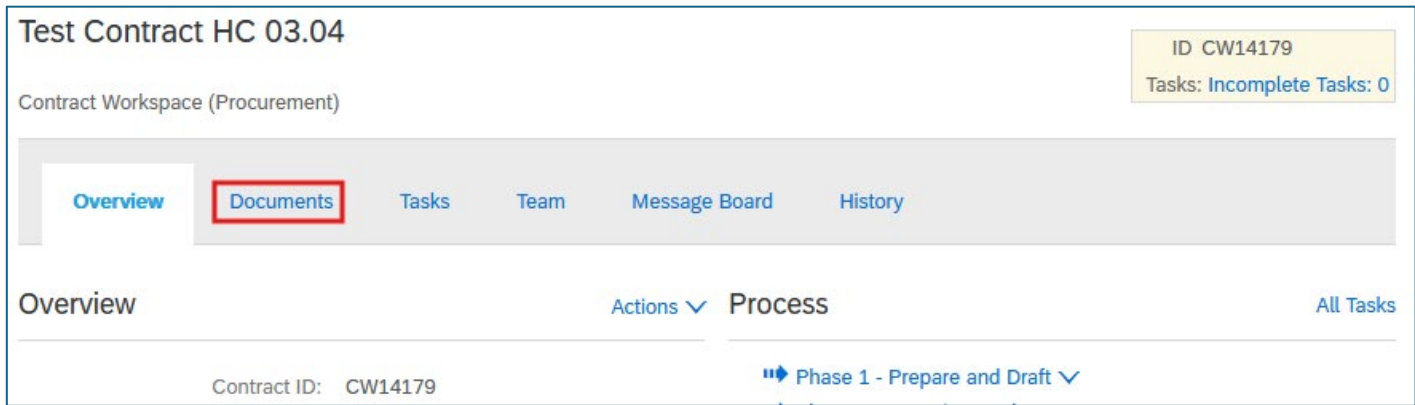


The **Contract Terms Document** is created after a **Contract Workspace**. After creating the **Contract Workspace**, the **Contract Terms Document** opens automatically. If you need to navigate back to it, search for your Contract Workspace in your recent items, or by using the search bar on the Ariba P2P Core home screen.



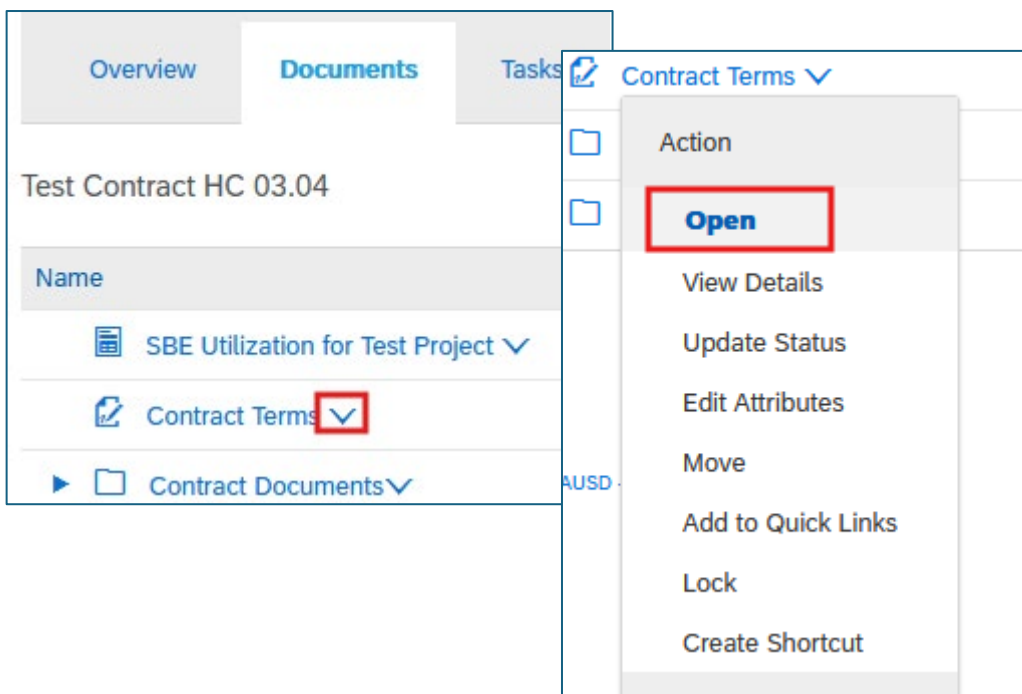
6

After opening your Contract Workspace, click on the '**Documents**' tab.



7

Click the downward arrow next to 'Contract Terms', and then click 'Open' from the Action list that opens.



This will open the mandatory data for the **Contract Terms Document**. Please note that all required fields are noted with a red asterisk. All details are pre-filled with information from your **Contract Workspace**.

The '**Related Contract ID**' field can be used to note another project tied to this contract, for example the historical contract number for a previous agreement.

Provide mandatory data

OKCancel

Fill out as much of the following information about the contract you are creating as possible. **Related ID** can be used to help make a link between this [Less](#) contract and any external system. When you have finished making changes, click **OK** to save them.

Contract ID: CW14179

Related ID: ⓘ

Once you have confirmed for accuracy and made any required changes, click 'OK' at either the top or bottom of the screen.

Provide mandatory data

OK

Cancel

Fill out as much of the following information about the contract you are creating as possible. **Related ID** can be used to help make a link between this contract and any external system. When you have finished making changes, click **OK** to save them.

Contract ID: CW14179

Related ID: ⓘ

The Contract Terms screen will then open. This includes an 8-step menu on the left side of the screen.

LAUSD UNIFIED

Test Site

Search

Print

Help

Settings

Logout

Contract

CR965: (CW14179) Test Contract HC 03.04

Next

Exit

Enter general requirements or definitions for the contract request, and specify whether the contract type is supplier level, commodity level, or master agreement.

Definitions

Physical Location:

Related Contract ID:

Should the Related Contract ID be included as part of the system-generated Contract ID?

☐ Yes
 ☒ No

On Behalf Of: BUYER04

Contract Type: Commodity Level

Is Blanket Purchase Order: ☐ Yes ☒ No

Hierarchical Type: Master Agreement

Effective Date: * Wed, 5 Mar, 2025

Expiration Date: Fri, 5 Mar, 2027

Evergreen: No

Purch Org: 1000 (LAUSD Procurement)

Company Code: 1000 (LAUSD)

1 Definitions

2 Limits

3 Pricing Terms

4 Milestones

5 Access Control

6 Payment Terms

7 Appendixes

8 Summary

The first step/section to complete is the **'Definitions'** Section.

The screenshot shows a web form titled 'Contract' with the identifier 'CR965: (CW14179) Test Contract HC 03.04'. On the right, there are 'Next' and 'Exit' buttons. A left-hand navigation menu contains five items: '1 Definitions', '2 Limits', '3 Pricing Terms', '4 Milestones', and '5 Access Control'. The '1 Definitions' item is highlighted with a red rectangle. The main content area is titled 'Definitions' and includes a header instruction: 'Enter general requirements or definitions for the contract request, and specify whether the contract type is supplier level, commodity level, [More](#)'. Below this, there are several input fields: 'Physical Location:' (text box), 'Related Contract ID:' (text box), a question 'Should the Related Contract ID be included as part of the system-generated Contract ID?' with radio buttons for 'Yes' and 'No' (where 'No' is selected), 'On Behalf Of:' (a dropdown menu showing 'BUYER04'), and 'Contract Type:' (a dropdown menu showing 'Commodity Level').

The **'Definitions'** section covers the general contract definitions and header level details for the contract. We will now review and complete the fields in this section.

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The '**Physical Location**' field is an optional field which can be used to note the storage location for the physical file location for the supporting documents tied to this contract (IFB, RFP, etc.)

Definitions

Physical Location:

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The '**Related Contract ID**' field can be used to note another project tied to this contract, for example the historical contract number for a previous agreement.

However, **DO NOT** select 'Yes' on the question below. Selecting Yes on this option will concatenate the related ID with your new Contract ID and will negatively impact reporting.

Related Contract ID:

Should the Related Contract ID be included as part of the system-generated Contract ID?

☐ Yes ☒ No

ALWAYS 'NO'

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The 'On Behalf Of' field is auto-populated with your name as the creator of the contract. You may edit if needed.

On Behalf Of:	BUYER04	▼
---------------	---------	---

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The '**Contract Type**' field is a crucial field where you will select the type of contract terms which will be included in your agreement. Make the best selection for your specific contract.

Please Note:

You cannot mix contract types in one agreement. For example, if you have an agreement which has both commodity level and item level pricing terms you will need to create an additional sub-agreement for the second terms type.

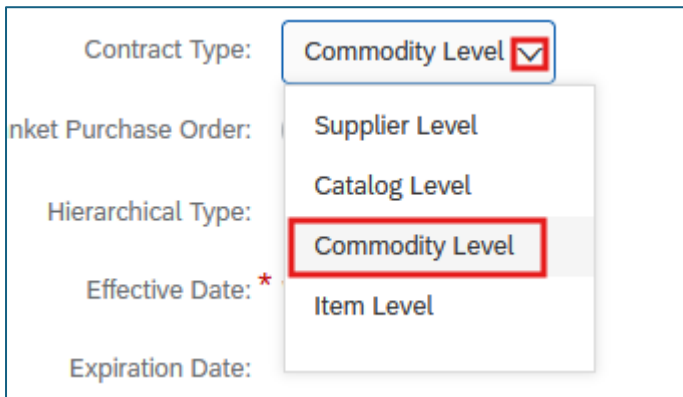
Once published, you cannot edit the contract type via an amendment.

Ariba supports 4 types of contracts. At LAUSD, Commodity and Item level contracts are most commonly used.

- **Supplier level**, which covers all products from a supplier. At this time, it is not recommended to use this contract type. All spend to this supplier would be applied to this contract. If a supplier has multiple contracts, it will be difficult to change the referenced contracts.
- **Catalog level**, which covers all products from a customer catalog. At this time, it is not recommended to use this contract type. When a catalog is created for this supplier, all catalog items will apply to this contract.
- **Commodity level**, which covers all products identified by specific commodity codes from a supplier. If the Supplier and Commodity code in a PR match what is entered in this contract, the PR will automatically attach this contract.
- **Item level**, which covers specific items from a supplier. All items will be specifically listed in the contract terms. When one of these items is selected in a PR, the contract will be attached.

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For this example, we will create a '**Commodity Level**' contract. Click the downward arrow in the '**Contract Type**' field and then select the contract type from the list.



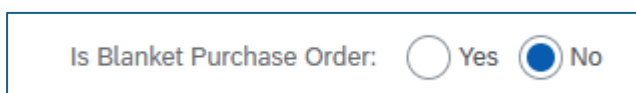
A screenshot of a contract form. The 'Contract Type' field is open, showing a dropdown menu with the following options: 'Commodity Level' (checked with a red checkmark), 'Supplier Level', 'Catalog Level', 'Commodity Level' (highlighted with a red box), and 'Item Level'. Other fields visible include 'Blanket Purchase Order:', 'Hierarchical Type:', 'Effective Date: *', and 'Expiration Date:'.

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The next field is a radio selection for '**Is Blanket Purchase Order**'.

Blanket Purchase Orders (BPOs) can either be release or no-release order contracts. BPOs are issued to one supplier for multiple purchases of specific goods or services for a specific time-period and a predetermined amount that cannot be exceeded.

For the majority of contracts, this will be set to 'No'.



A screenshot of the 'Is Blanket Purchase Order' field. It shows two radio buttons: 'Yes' (unselected) and 'No' (selected with a blue dot).

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The '**Purchasing Organization**' and '**Company Code**' fields are auto-filled. These generally shouldn't be edited.

Purch Org:	1000 (LAUSD Procurement) ▼	ⓘ
Company Code:	1000 (LAUSD) ▼	

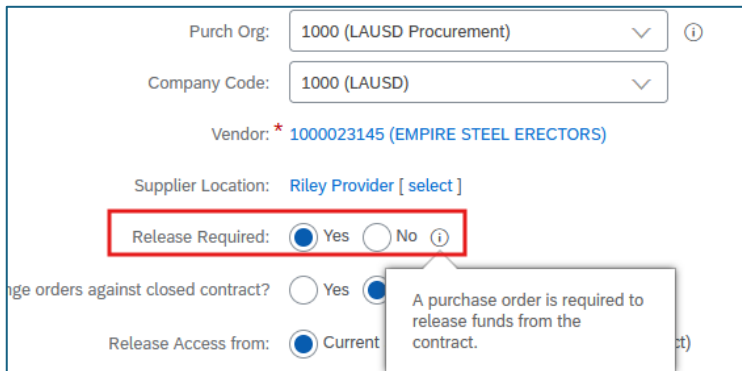
20

The '**Vendor**' and '**Supplier Location**' fields are auto-filled from the Contract Workspace.

Vendor: *	1000023145 (EMPIRE STEEL ERECTORS)
Supplier Location:	Riley Provider [select]

The next field is a radio selection for **'Release Required'**.

This is typically set to yes. If it is set to no, invoices or interfaced orders can be placed directly against the contract without tracking the purchase requisition/purchase order against the contract.



The screenshot shows a form with the following fields:

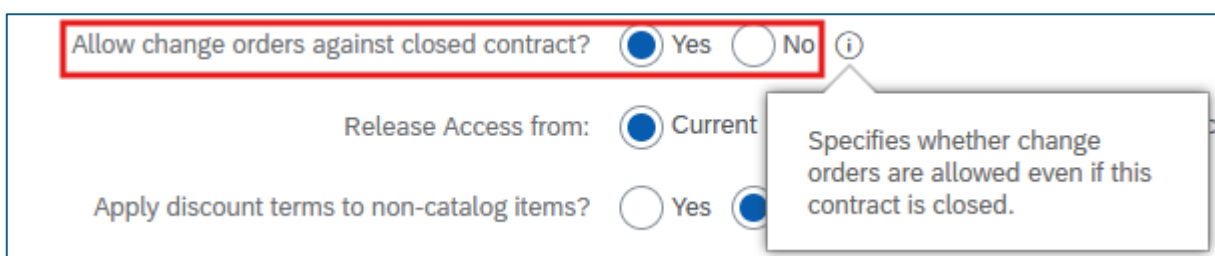
- Purch Org: 1000 (LAUSD Procurement)
- Company Code: 1000 (LAUSD)
- Vendor: * 1000023145 (EMPIRE STEEL ERECTORS)
- Supplier Location: Riley Provider [select]
- Release Required: ☒ Yes ☐ No
- Change orders against closed contract? ☐ Yes ☒ No
- Release Access from: ☒ Current

A red box highlights the 'Release Required' field. A tooltip for the 'No' option states: "A purchase order is required to release funds from the contract."

The next field is a radio selection for **'Allow change orders against closed contract?'**.

This is typically set to yes. If it is set to no, no changes can be made to open POs against this contract after its expiration date.

Ex: the contract has closed after passing its expiration date but still has \$ capacity remaining and you need to increase an open PO against the contract. If this selection is set to 'yes' it will allow the change.



The screenshot shows a form with the following fields:

- Allow change orders against closed contract? ☒ Yes ☐ No
- Release Access from: ☒ Current
- Apply discount terms to non-catalog items? ☐ Yes ☒ No

A red box highlights the 'Allow change orders against closed contract?' field. A tooltip for the 'No' option states: "Specifies whether change orders are allowed even if this contract is closed."

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The next field is a radio selection for '**Release Access from**'. This should remain selected as 'Current Site only'.

Release Access from: ☒ Current Site only ☐ All Sites (Global Contract)

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The next field is a radio selection for '**Apply discount terms to non-catalog items?**'.

Make the selection most applicable for your contract, but this should typically be set to '**No**' as it refers to a discount on base price which is typically not used.

Apply discount terms to non-catalog items? ☐ Yes ☒ No

Do non-catalog items accumulate against contract? ☐ Yes ☒

Currency: US Dollar

The contract discount terms are applied to non-catalog items

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The next field is a radio selection for '**Do non-catalog items accumulate against contract?**'

Make the selection most applicable for your contract, but this should typically be set to 'Yes'.

Do non-catalog items accumulate against contract? ☒ Yes ☐ No

Currency: US Dollar

Include Subagreement Accumulators: ☐ Yes ☒

The release amount for non-catalog items accumulates against contract

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The next field is a radio selection for **'Include Subagreement Accumulators'**. This should be set to 'yes'

This applies to Master and Subagreement contracts and determines if the subagreement spend should accumulate against the parent or master contract.

Include Subagreement Accumulators: ☒ Yes ☐ No

Header Attributes:

Name	↑	Value
TimeZone		America/Los_Angeles

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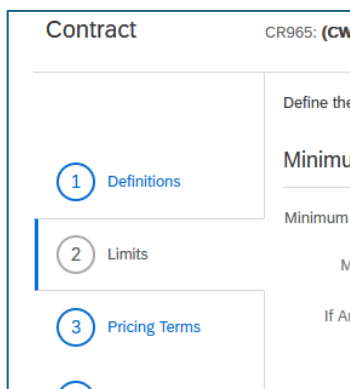
'Fleet Order' and **'Retention Percentage'** will typically be left blank. Mark 'yes' to **'SBE Preference'** if your awarded supplier is SBE Certified.

Fleet Order: ☐ Yes ☐ No

SBE Preference: ☐ Yes ☐ No ⓘ

Retention Percentage:

When you have completed filling in all relevant fields, click 'Next' at the top or bottom of the page, or click Step 2 'Limits' on the left in the menu.



Contract CR965: (CW)

Define the

Minimum

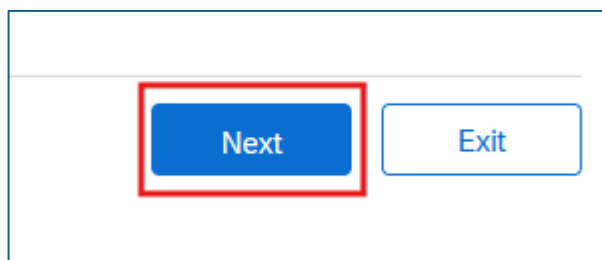
Minimum

If A

1 Definitions

2 Limits

3 Pricing Terms

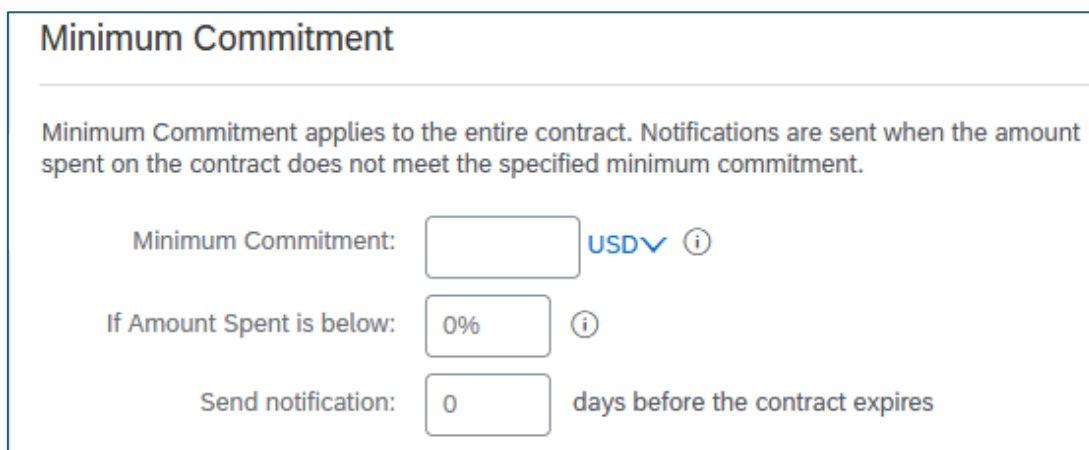


Next

Exit

The next step is to update the Limits for the contract. Begin with the first section, '**Minimum Commitments**' which applies to the whole contract.

Contract minimums are not commonly used at LAUSD so this field can typically remain blank.



Minimum Commitment

Minimum Commitment applies to the entire contract. Notifications are sent when the amount spent on the contract does not meet the specified minimum commitment.

Minimum Commitment: USD

If Amount Spent is below:


Send notification: days before the contract expires

The section controls '**Maximum Limit**' which applies to the whole contract. This may have previously been referred to as the 'Target Value'. We can also set up the % of usage at which we will receive a notification.

Maximum Limit

Maximum Limit applies to the entire contract. Notifications are sent when the remaining amount available on the contract is less than the specified percentage of the maximum limit. Tolerance is the percentage by which you can exceed the maximum limit.

Maximum Limit: 500,000 USD 

Tolerance: 0% 

Is Hard Maximum Limit: ☒ Yes ☐ No

Send notification when Amount Available is at or below: 0%

Enter the Contract's Maximum Limit in the '**Maximum Limit**' field.

Maximum Limit: 500,000 USD 

Tolerance: 0%

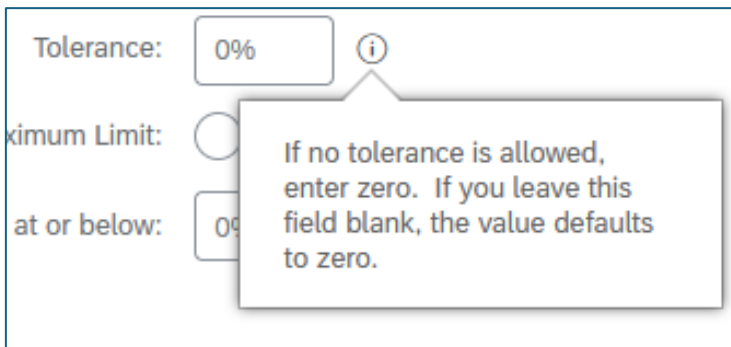
Hard Maximum Limit: ☒ Yes ☐ No

Send notification when Amount Available is at or below: 0%

If no maximum amount is required, leave this field blank. To prevent further releases against this contract, enter zero.

32

The next field in the '**Maximum Limit**' section is '**Tolerance**'. If you choose to, you can enter a tolerance as the % by which the maximum limit can be exceeded. If no tolerance is allowed, leave the field at 0.



The screenshot shows a form with the following fields:

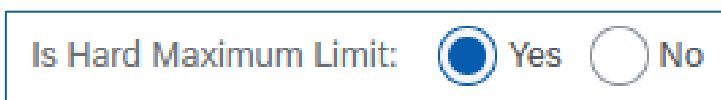
- Tolerance:** A text input field containing "0%".
- Maximum Limit:** A radio button selection.
- at or below:** A text input field containing "0%".

An information tooltip is displayed over the 'Maximum Limit' radio button, containing the text: "If no tolerance is allowed, enter zero. If you leave this field blank, the value defaults to zero."

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The next radio selection is '**Is Hard maximum Limit**'.

If you need to enforce a hard maximum limit which will not allow spend above the limit, select 'yes'. The majority of LAUSD contracts will use a hard limit and should have this set to 'yes'.



The screenshot shows the 'Is Hard Maximum Limit' section with two radio buttons:

- Yes:** Selected (indicated by a blue dot).
- No:** Unselected (indicated by an empty circle).

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The next field is '**Send notification when Amount Available is at or below:**'. Since contracts nearing their limits often require action such as an amendment or new sourcing request, you can set a % available at which you will be notified.

In this example, we will set it to 25%, so when 75% of the contract's value has been used we will receive a notification.

Send notification when Amount Available is at or below:

25%

35

The next section is '**Release Limits**'. These limits apply to individual orders against the contract. They are not typically used at LAUSD.

Release Limits

Release limits apply to each purchase order against the contract.

Minimum Allowed per Order: USD▼

Is Hard Minimum Limit: ☐ Yes ☒ No

Maximum Allowed per Order: USD▼

Is Hard Maximum Limit: ☐ Yes ☒ No

Maximum Limit Tolerance: 0%

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If you use the '**Release Limits**', you can also use '**Additional Approvers List**' to set an approver to enter the workflow for orders against the contract that don't meet the release limits you set. This will typically not be used.

Additional Approvers List

Add additional approvers to the approval flow if a release against the contract does not meet the overall (maximum) or release (minimum or maximum) limits.

Additional Approvers:

Select Approver



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The next section is '**Expiration Date Notification**'. Use these fields to set the number of days before contract expiration you would like to receive a notification. You can also set up additional notifications by x number of days after the original notification date.

Expiration Date Notification

Use notifications to give users advance notice that the contract expiration date is approaching.

Send notification:

120

days before the contract expires

Re-notify every:

5

days

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The '**Notification List**' field allows you to add additional users to receive the limit and expiration notifications you set in previous steps. This is an optional field.

Notification List

Add additional users or groups to receive email notifications about the contract's status changes including Minimum Commitment and Maximum Limit notifications as configured.

Send notifications to:

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The '**Preload Amount**' field allows you to enter an amount to account for any prior purchases which should be accounted for in this contract's spend accumulation. (Ex: a PO was issued after Board approval but prior to contract creation. The total value of the PO would be entered here and will reduce the available balance of the contract at publish accordingly.)

Preload Amount

Enter a preload amount to preset the spend accumulators for the contract, for example, to reflect prior spending on this contract.

Preload Amount: USD

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The '**Forecasted Spend**' section is an optional feature which can be used to forecast spend for the contract over its lifetime.

Forecasted Spend

Use forecasted spend to estimate the amount spent on this contract over its lifetime.

Total Amount: USD▼

Saving %: 0%

Frequency: (no value) ▼

Forecast:

<input type="checkbox"/>	Start Date ↑	End Date	Amount
No items			

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When you have completed all necessary fields for the 'Limits' step, click 'Next' on the top or bottom of the page, or click '3 -Pricing Terms' on the left menu.

1 Definitions

2 Limits

3 Pricing Terms

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Click 'Add Items' to add your first commodity level pricing term.

1 Definitions

2 Limits

3 Pricing Terms

4 Milestones

Commodity-level pricing terms apply to each commodity offered by the supplier.

Commodity Level Pricing Terms

<input type="checkbox"/>	Id ↑	Commodity Code	Description	Pricing Summary	Active
No items					
<div>Add items</div>					

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The first section to complete is the '**Description**' section. Add an optional description for the pricing term in the '**Full Description**' text box.

Supplier: EMPIRE STEEL ERECTORS

Description

Full Description:


Commodity level pricing for Art Supplies

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Click the downward arrow in the 'Commodity Code' box. Then, click 'search more' from the menu.


Description

Full Description: Commodity level pricing for Art Supplies


Commodity Code: (no value) 

Material Group: (no value)

Material Number: (no value)

(no value) 

ART EQUIPMENT AND SUPPLIES

 Search more

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Toggle the search selection to search by either the commodity name or ID number. Then type your term in the box and click '**search**'

Choose Value for Commodity Code

Name 

Search

Name

ID

Commodities

All

46

When you have found the awarded commodity code for your contract, click 'Select' next to it.

Choose Value for Commodity Code

Name Art

Name ↑	ID	
AIR CONDITIONING, HEATING, AND VENTILATING: PARTS	03101	Select
AMUSEMENT AND ENTERTAINMENT (INCL PERF ARTS PROS)	96205	Select
ART EQUIPMENT AND SUPPLIES	05000	Select
ART OBJECTS	05200	Select

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Some contracts may need a Material Number associated with the commodity level pricing. You can enter it here, but this will typically be left blank.

Description

Full Description:

Commodity Code:

Material Group:

Material Number:

The next section is the '**Limits**' section. This isn't commonly used, and the fields will generally be left blank.

These fields allow you to set a minimum and maximum dollar amount or quantity that can be ordered for this item on the contract. It also allows you to set a tolerance %.

Limits

The minimum and maximum amount that can be spent/quantity that can be ordered for this item. The tolerance % is the percent by which you can exceed the maximum amount value.

Minimum Amount: USD ▾ ⓘ



Maximum Amount: USD ▾ ⓘ

Tolerance: ⓘ



The next section is the 'Release Limits' section. This isn't commonly used, but here you can set a minimum and/or a maximum required PO value and tolerance for utilization of this commodity pricing term.

Release Limits

The minimum and maximum quantity and amount of spend that can be specified for this item in the release order. You can exceed the maximum amount value by the tolerance percentage that is specified.

Minimum Amount per Order: USD  

Is Hard Minimum Limit: ☐ Yes ☒ No

Maximum Amount per Order: USD  

Maximum Limit Tolerance: 0%

Is Hard Maximum Limit: ☐ Yes ☒ No

The next section is the **'Pricing and Discounts'** section. Typically, the end price after discount will be entered into the purchase order against the contract and won't be maintained here in the contract. **However, if your contract is part of a hierarchy (child agreement), be sure to mark 'Add accumulators to Parent Agreement' as 'yes'.**

If you apply the discount percentage here in the contract, and a requestor enters a purchase requisition against this contract and enters the unit price after discount, an additional discount will be added to the price resulting in pricing discrepancies.

Pricing and Discounts

If a discount applies to this item, select the discount type and enter the appropriate value. To apply multiple discount rates, select tiered pricing. Discounts may default from a sourcing event.

Discount: ☒ None

☐ Discount Percent:

☐ Tiered Pricing: [Define Tiers](#)

☐ Term Based Pricing: [Define Terms](#)

Compound with applicable parent's pricing terms? ☐ Yes ☒ No

Add Accumulators to Parent Agreement: ☒ Yes ☐ No

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The final section is the '**Accounting**' section. Typically, this will remain as the default values.

Accounting

The account and department to be charged for orders that contain this item, and split accounting across multiple accounts and departments. Accounting values may default from a sourcing event.

Account Type:

Expense ▾

Bill To:

1000 (SCHOOLS AND OFFICES)

Account Assignment:

K (Cost center) ▾

GL Account:

(no value) ▾

Cost Center:

(no value) ▾

AssetClass:

Division:

Program Code:

Fill Values

Clear Values and Splits

Split Accounting

52

Click 'OK' to continue.

OK

Cancel

The next section in the Contract Terms Document is the '**Milestones**' section. At LAUSD this isn't commonly used.

A milestone is a set of conditions or requirements that must be met by a supplier to achieve the terms of a supplier-, commodity-, or item-level contract.

The successful completion of a milestone typically results in partial financial payment to the supplier. A milestone-based agreement is a contract that is based on one or more milestones or deliverables.

When you add a milestone item to a release order contract, the milestone is an internal milestone and is used for bookkeeping or notification purposes only. There are no limits associated with internal milestones. However, you can configure how many days before the milestone completion date to send the notification message to the contract requester and to users listed in the edit list.

The next section in the Contract Terms Document is the '**Access Control**' section. This isn't commonly used, but may be used for some contracts.

<div>1 Definitions</div> <div>2 Limits</div> <div>3 Pricing Terms</div> <div>4 Milestones</div>	<p>Specify which users are authorized to edit this contract request and create Less releases against the contract. You can grant release access to specific users. Depending on your ERP system, you may also grant access to users with specific roles, to users who report to a specific supervisor, to users in specific cost centers, and so on.</p>
<div>5 Access Control</div> <div>6 Payment Terms</div> <div>7 Appendices</div>	<div><h3>Notification List</h3><p>Users who will receive notifications based on amount available limits.</p><p>Notification List: <input type="text"/></p></div> <div><h3>Release Access</h3><p>Users who are authorized to create releases against this contract. You can include users from the current site only or from all sites. You can restrict access to specific users. The requester does not automatically have release access.</p><p><input type="checkbox"/> Restrict Release Access</p></div>

55

The '**Notification List**' section allows you to add users who should receive notifications based on the amount available limits that apply to the contract. To create the list, first click the downward arrow, then click '**Search more**'

Notification List

Users who will receive notifications based on amount available limits.

Notification List:

Search more

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Search for each person's name you would like to add to the list, entering their name in the box and clicking 'search'. When you've found them, click the check box next to their name. You can click their name in blue to review additional details if there are multiple users with the same name. Selected names will display on the right. Click 'done' when you are finished.

Choose Values for Notification List

Add to Currently Selected

Name

Hannah Caudill

Search

Name ↑

Hannah Caudill

Currently Selected

Name ↑

No items

Done

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The **'Release Access'** section allows you to restrict the ability to issue orders against this contract to a specific person/group of people. Again, this is not typically used. However, if you need to set it, begin by clicking 'Restrict Release Access'.

Release Access

Users who are authorized to create releases against this contract. You can include users from the current site only or from all sites. You can restrict access to specific users. The requester does not automatically have release access.



Restrict Release Access

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Use the user parameters to search and select the appropriate users/groups who can utilize the contract.

Release Access

Users who are authorized to create releases against this contract. You can include users from the current site only or from all sites. You can restrict access to specific users. The requester does not automatically have release access.



Restrict Release Access

Users by Name: (select a value) [[select](#)]

Users by Group: (select a value) [[select](#)]

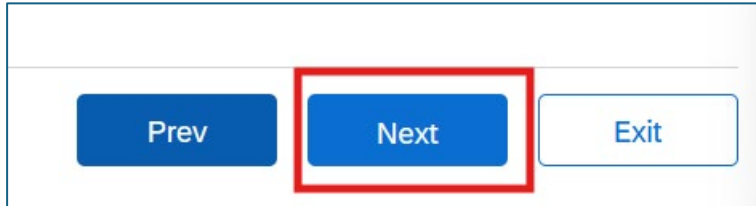
Users by Supervisor: (select a value) [[select](#)]

Users by Cost Center: (select a value) [[select](#)]

Users by Project/WBS: (select a value) [[select](#)]

57

Click Next, or select item 6 from the menu on the left to move forward.



Prev Next Exit

58

The next section in the Contract Terms document is the '**Payment Terms**' section.

Add, change, or remove payment terms for this contract.

Payment Terms

ID: 0001
Title: 0001
Description: Now due and payable

Terms:

Pay In Days ↑	Discount
0	0%

[Change Payment Terms](#) [Remove Payment Terms](#)

59

Payment terms are determined by the sourcing project and as part of contract award. To change the defaulted payment terms, click 'Change Payment Terms'

Add, change, or remove payment terms for this contract.

Payment Terms

ID: 0001

Title: 0001

Description: Now due and payable

Terms:

Pay In Days ↑

Discount

0

0%

Change Payment Terms

Remove Payment Terms

60

Search for the appropriate payment term using its 4 digit code and click 'search'.

Choose Value for Payment Terms

Cancel

Select a value from the list or enter a value and search for it. If pages of values are available, you can select a [More](#)

Payment Terms ▾

3011

Search

61

To see the description for the term, click its code in blue from the search results.

Payment Terms ▾

3011

Search

Payment Terms ↑	Title	
3011	3011	Select

62

The payment term details will be displayed for review. Click '**done**' to return to the selection screen.

Review Details for Selected Field: Payment Terms

These are the details for the field you selected.

ID: 3011

Title: 3011

Description: Vendor - 0.03% 30 Days, Net 45

Terms:

Pay In Days ↑	Discount
---------------	----------

25	0.03%
----	-------

40	0%
----	----

Done

63

Now that you've confirmed the correct option, click 'Select' next to it.

Choose Value for Payment Terms
Cancel

Select a value from the list or enter a value and search for it. If pages of values are available, you can select a [More](#)

Payment Terms ▾
Search

Payment Terms ↑	Title	
3011	3011	Select

64

You will be returned to the contract terms document , and the Payment terms will be updated according to your selection.

05.27

Add, change, or remove payment terms for this contract.

1 Definitions
2 Limits
3 Pricing Terms
4 Milestones
5 Access Control
6 Payment Terms

Payment Terms

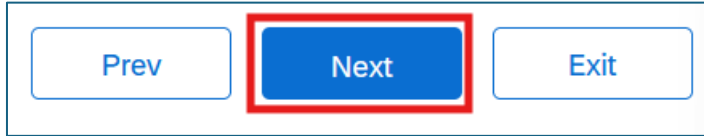
ID: 3011
Title: 3011
Description: Vendor - 0.03% 30 Days, Net 45
Terms:

Pay In Days ↑	Discount
25	0.03%
40	0%

Change Payment Terms
Remove Payment Terms

65

Click 'Next' at the top or bottom of the page, or click step 7 to move forward.



66

The next step in the Contract Terms document is the 'Appendixes' section. These are not typically used, but this allows you to add related documents to specific line items or pricing terms.

Appendixes may contain terms, conditions, and additional requirements for a [Less](#) contract request. They can be transmitted to suppliers as part of the bid process during a sourcing activity. Add a new appendix or edit an existing one.

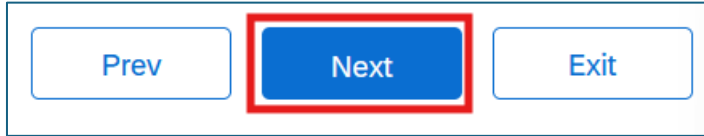
Appendixes

<input type="checkbox"/>	Appendix ↑	Appendix Description	Referenced By
No items			

Add Appendix

67

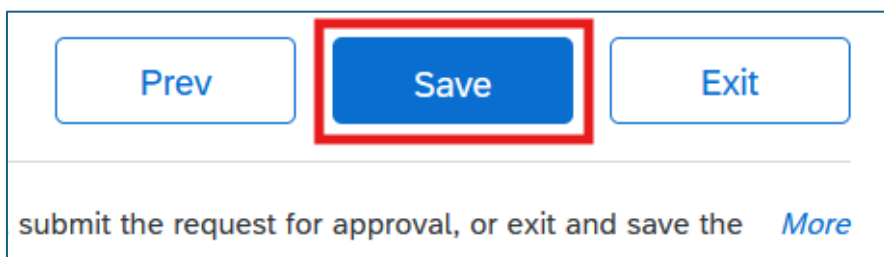
Click 'Next' at the top or bottom of the page, or click step 8 to move forward.



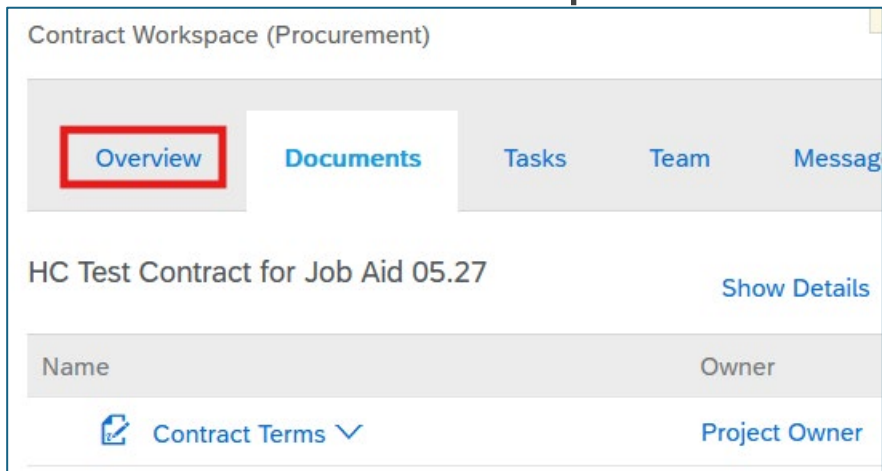
68

The final section of the Contract Terms document is the 'Summary'. This section contains information from all of your previous selections and offers you a chance to review your previous selections and changes. When you are done reviewing, click 'Save'.

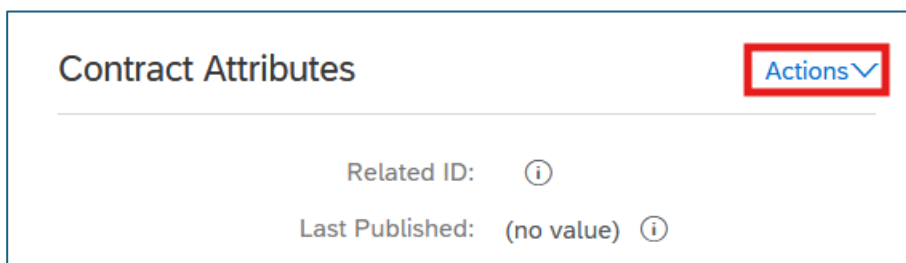
Please note, the contract terms document does not automatically save your process. So, if you need to step away while working on it, be sure to navigate to the summary section and click save before exiting.



Your contract is now ready for publishing. Make sure to upload any required documents and complete any steps such as adding a D-Form for SBE tracking where applicable. When you're ready to publish, click the 'Overview' section to return to the Contract Workspace.

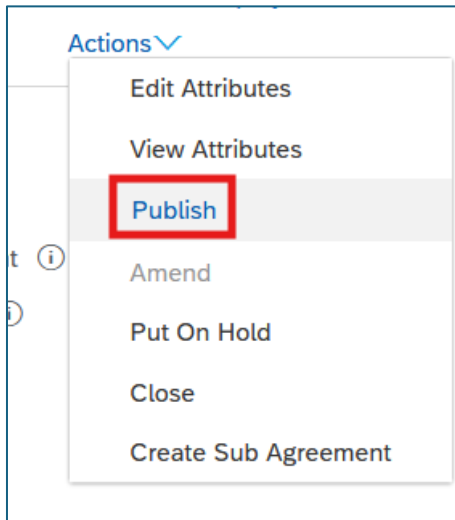


Scroll down to the 'Contract Attributes' section, and click the 'Actions' menu



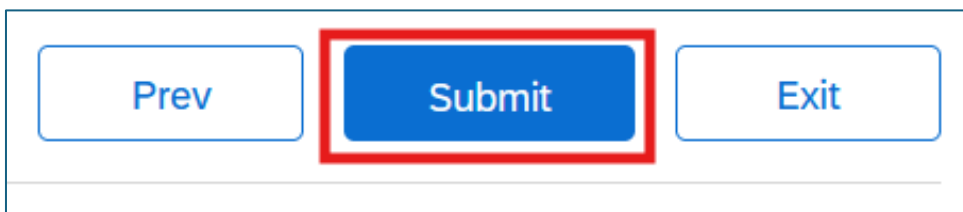
71

From the dropdown menu, click 'Publish'



72

Your Contract Terms document will open to the Summary. This allows you another opportunity to review and make any final changes. When you are ready to publish, click 'Submit' at the top or bottom of the page.



73

Your contract terms document and contract workspace are now publishing. You can click **'Return to Project'** to review the status.

Contract Request - Submitted

Your contract request has been submitted for approval. You can view the status or the approval flow to see where the request is.

CR988 - (CW14693) HC Test Contract for Job Aid 05.27 has been submitted.

[Print](#) a copy of this request

[View](#) the status of your request

[Add](#) labels to tag this document

Return to the Ariba [Home](#) Page

Return to [Project](#)

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The contract status is now 'Published'. Please note that this may take a few minutes to complete, during which time the status will read 'Publishing'.

Overview

Actions 

Contract ID: CW14693

Contract Status: **Published**

Last Published Date: 05/27/2025 